

Electronic Payment Authorization Instructions

To receive your payments via automatic deposit from the State of New Jersey, complete and return the attached form with a **voided check or bank letter**. This letter must include ABA number (routing or transit number), bank account number, and type of account (checking or savings).

PLEASE PRINT ALL ENTRIES (except for signature[s]).

1. **Name:** Enter the payee (vendor, employee, etc.) receiving the automatic deposit transaction. Name must not exceed 30 positions including spaces and punctuation marks. Abbreviate as required to stay within the 30 position limit. (State employees – your name).
2. **Bank Name:** Enter the name of depository bank/financial institution receiving ACH credit.
3. **Account Type:** Check appropriate box.
4. **Authorized Agents' Date. Signatures & Title:** A minimum of two signatures is required when payment will be made to a corporation, partnership, or joint account. For a vendor, the "Agent" signature must include an office manager, supervisor, or individual responsible for the depository process. Only one signature is required for Sole Proprietors or State of New Jersey employees.
5. **Telephone No(s):** Enter telephone number, including area code.
6. **Vendor No:** Enter the nine-digit vendor number assigned by the State of New Jersey. (This often equals an employee ID number for State employees, social security number for non-State employees, and Federal ID number for vendors.)
7. **Bank Transit/ASA No.:** Enter bank's nine-digit American Banking Association Number. This number is also known as the bank transit or routing number.
8. **Account No.:** Enter checking/savings account number. This is a variable length field; the size is dependent on the receiving bank's account structure.

NOTES:

- When a change is made to the payees' ABA and/or account number, the payee is required to notify the State as soon as possible to allow time for the preparation of a new authorization form and to allow for the pre-notification of the changes to the State's disbursing bank.
- Details regarding specific ACH payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. VPI also provides two years of historical data and allows for the review of scheduled payments. To obtain an authentication code to access VPI contact John.Wiacek@treas.state.nj.us.

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